



Paper Check Conversion Over the Counter (PCC OTC)



**Operational Support Team
United States Army
Financial Management Command**



Action, Condition, Standards



TASK ACTION: Conduct PCC Training Operations.

TASK CONDITION: Given a requirement to conduct PCC operations in a contingency environment, IAW PCC SOP.

TASK STANDARDS: Students should be able to perform the following without error:

1. System Administration Tool (SAT)
2. Adding New Users
3. Point of Sale (POS)
4. Daily Check Processing
5. Batch Closing
6. Batch Manager
7. Reporting and Balancing
8. Central Image Research Archive (CIRA)
9. Personnel Changeover



AGENDA



- **Overview**
- **PCC OTC Usage**
- **What Items Can Be Processed?**
- **Processing Flow**
- **SAT**
- **POS**
- **Batch Manager**
- **Reporting and Balancing**
- **CIRA**
- **Personnel Changeover**
- **Equipment**
- **Contact Information**



Overview

- **PCC OTC**
 - **Converts paper checks into an Automated Clearing House (ACH) debit against check writer's bank account**
 - **Speeds collection and deposit of funds**
 - **Automates accounting and reporting**
- **As of September 2008**
 - **2.8 Million checks processed totaling \$5.2 Billion**
 - **99% collection rate on all checks.**



Overview (Con't)



- **Imaging** - Captures a complete electronic image of the check and allows for the retention of a facsimile, w/o retaining paper
- **Verification** - Verifies that the account upon which the item is written is not closed, or that the check writer does not have a history of writing bad checks
- **Conversion** - Converts paper checks to electronic debits for processing through the Automated Clearing House network. Checks converted to electronic debits are collected much faster
- **Representment** - Resubmits failed items up to 2 times. The representments can be timed to occur on specific days of the month (i.e., 1st & 15th)
- **Reporting** - Reporting occurs by CA\$H-LINK Deposit Tickets (SF215s) and Debit Vouchers (SF5515s) to the collection site.



PCC OTC Can Be Used...

- **Person Present** (Point-of-sale)
 - Face to face transactions with the customer
 - Customer is given his/her VOIDED check back at the completion of the transaction
- **Person Not Present**
 - Where mail-in checks are received at the Agency or Agent
 - FST missions
 - Customers check has to be destroyed within 14 business days



PCC OTC Can Be Used (Con't)...



- **Back Office Conversion**
 - The Back Office processing method should be used by Agencies that receive payments in person at the point-of-sale location, then scans the payments at a later time in a controlled, back office environment.



What Items Can Be Processed?

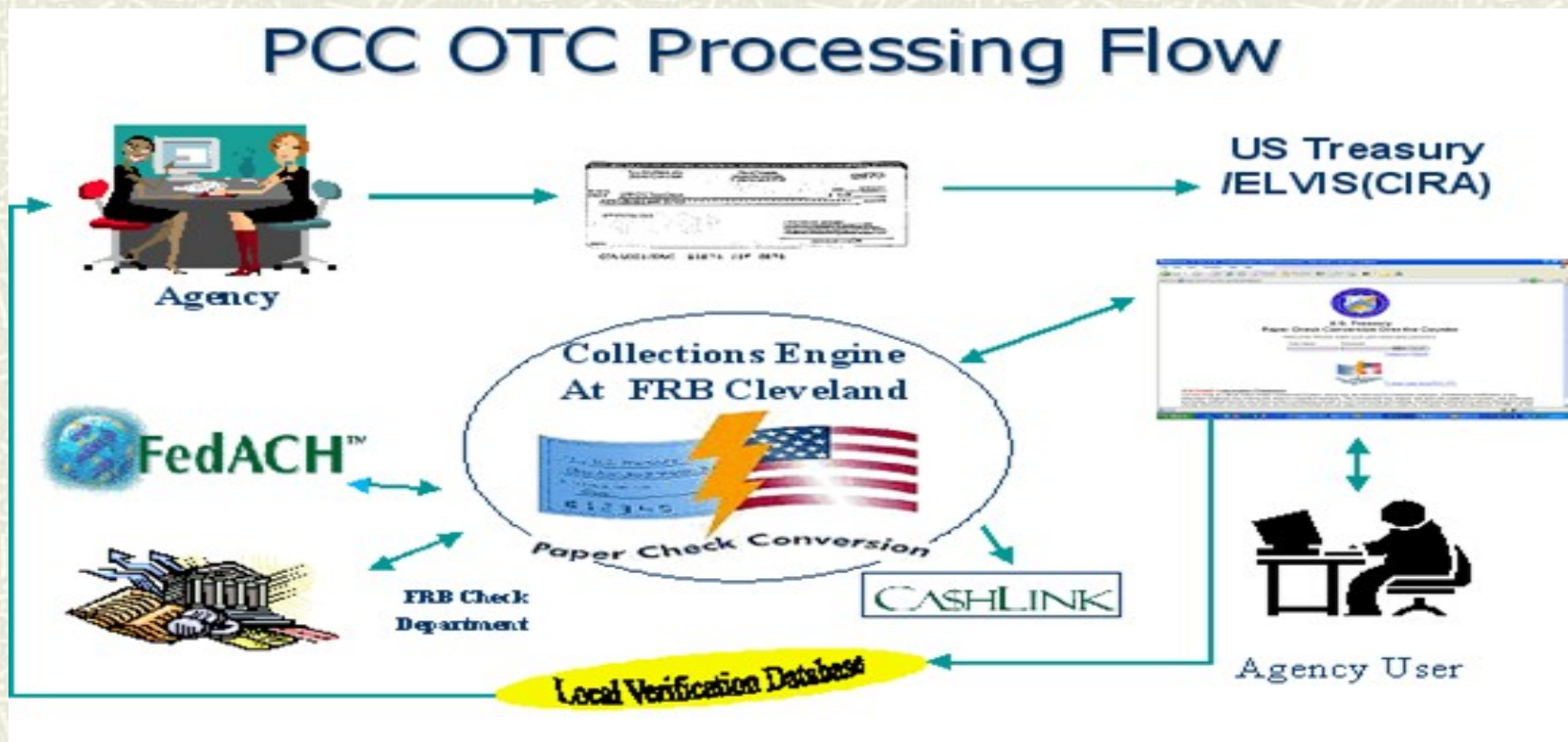
- Personal Checks
 - Business Checks
 - U.S. Treasury Checks
 - Cashier's Checks
 - Money Orders
 - Credit Card Checks
-
- As long as the item is drawn on a U.S. bank account, it can be processed through PCC OTC.
 - Do not process Savings Bonds!!!



Processing Flow



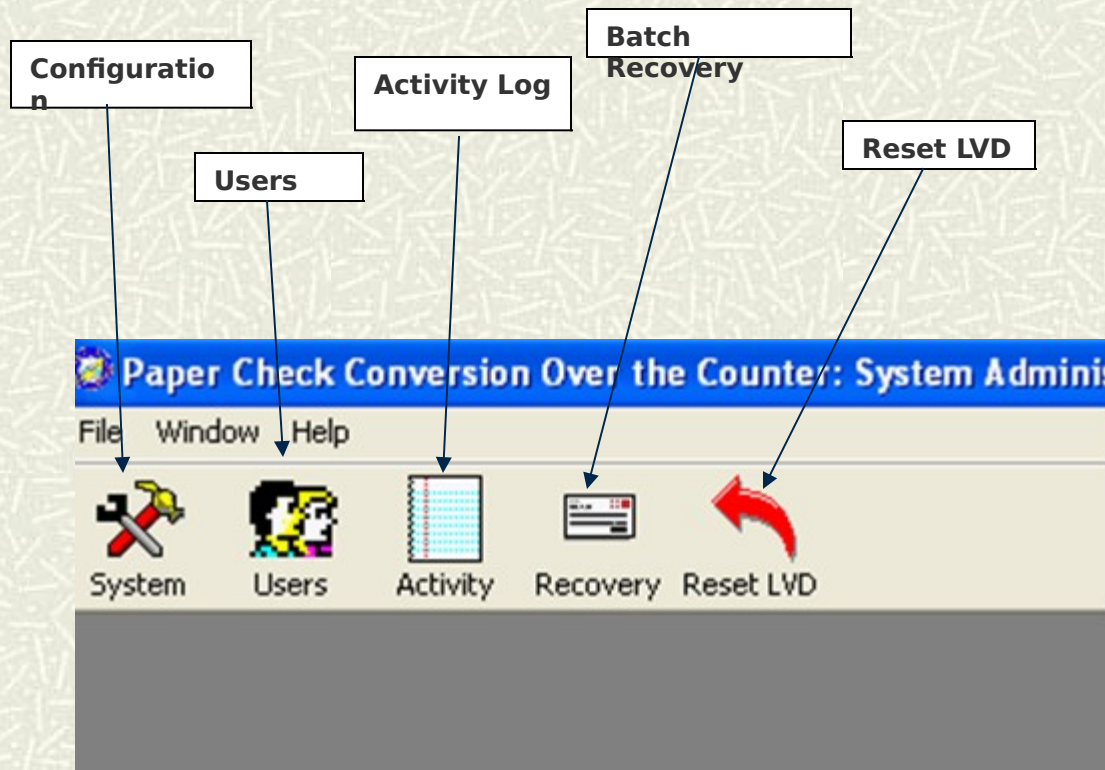
The following diagram depicts the flow of transactions through the Paper Check Conversion Over the Counter process conducted through the POS:





System Administration Tool (SAT)

The System Administration Tool or SAT is used by POC's (Point of Contact) to setup configurations for the POS. The PCC OTC POC (Point of Contact) can also use this tool to set up/change/delete users and their permissions, set certain defaults within the POS and other administrative duties. Once setup is complete, this module is typically not used on a daily basis.





SAT (Con't)

- **Must have secondary storage drive identified**
- **Should be a drive different from hard drive (i.e. Server)**
- **POS will use windows default printer if one is not specified**

System Configuration

General | Data Entry Screens | Tasks

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Login

Password history retention: 4

Maximum failed login attempts: 3

☒ Auto logout: inactive minutes: 120

Batch

Delete age (days): 7

Activity Log

Log history retention (days): 730

Printer Selection

AGFA-AccuSet v52.3

Secondary Storage

F:\

Apply Close



SAT (Con't)

- **Ability to have multiple Agency Location Codes (ALC) and change the default ALC**
- **Receipt Printing Option**

The screenshot displays the 'Data Entry Screens' window with three tabs: 'General', 'Data Entry Screens' (active), and 'Tasks'. The 'Data Entry Screens' tab contains a table with columns 'ALC', 'Version', and 'Description'. The table lists three entries: '0000557001' (Location 0000557001), '0000557011' (Location 0000557011), and '0000874802' (Qatar Finance). To the right of the table are buttons for 'New', 'Edit', 'Set Default', and 'Delete'. Below the table is a 'Receipt Printing' section with two columns of options. The first column has 'Person Present' (selected) and 'Person Not Present' (unselected), each with 'Manual' and 'Automatic' radio buttons. The second column has 'Person Not Present' (selected) and 'Person Present' (unselected), each with 'Manual' and 'Automatic' radio buttons. At the bottom right are 'Apply' and 'Close' buttons.

ALC	Version	Description
0000557001	0.0.0.0	Location 0000557001
0000557011	0.0.0.0	Location 0000557011
0000874802	0.0.0.0	Qatar Finance

Receipt Printing

<input checked="" type="checkbox"/> Person Present	<input type="checkbox"/> Person Not Present
<input type="radio"/> Manual	<input type="radio"/> Manual
<input type="radio"/> Automatic <input type="checkbox"/> with preview	<input type="radio"/> Automatic <input type="checkbox"/> with preview

Apply Close



SAT (Con't)

- Ensure WSDL URL is correct IAW SOP
- Production and training WSDL URL's
- LVD is downloaded from this same WSDL URL
- **Must be character for character correct**
- **Ensure Execute ON and Close Batch is selected (This will alert Citibank version)**

System Configuration

General | Data Entry Screens | **Tasks**

WSDL URL:

Service Name: Retry Count:

Port Name: Retry Interval (ms):

User Name: Use Proxy Server ☐ **Advanced...**

Password:

Task Selection:

☒ Execute On
☐ Start Up ☒ Close Batch

Apply **Close**



User Administration







New User

Edit Users

Delete Users

Configure System Roles

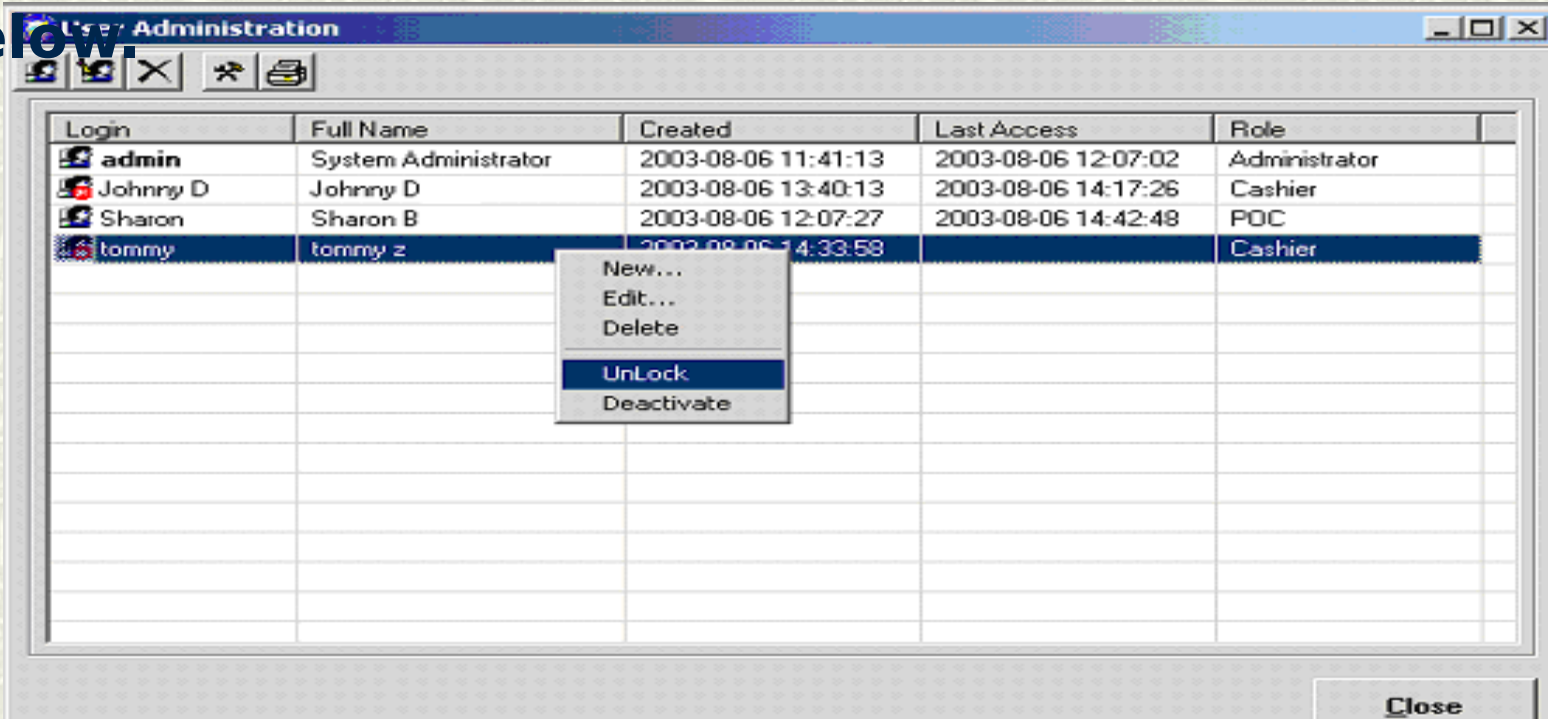
Print

Login	Full Name	Created	Last Access	Role	
 admin	System Administrator	2/9/2006 3:10:48 PM	3/8/2006 11:20:50 AM	Administrator	
 bolinm	mike bolin	2/15/2006 11:18:32 ...	3/7/2006 12:42:39 PM	POC	
 brownj	james w brown	2/15/2006 11:21:59 ...		POC	
 cashjo	jonny cash	3/1/2006 10:15:32 AM		POC	
 neigere	Edward Neiger	2/9/2006 3:12:40 PM	6/1/2006 1:08:02 PM	POC	
 paycheckj	Johnny Paycheck	3/8/2006 11:31:13 AM		POC	



User Administration (Con't)

To create a new, edit, delete, unlock, or deactivate a user's account, right-click on the user's login. A drop down menu will appear with choices as seen below.





Adding New User



- **Login should not include commas or apostrophes**
- **Three unsuccessful login attempts will result in a locked account**
- **Each cashier must have their own login**
- **Password must be a minimum of eight alphanumeric characters**

New User Information

Please enter new user information

Login:

Full Name:

Password:

Confirm:

Account Status

Activated ☐

Regular Account ☐

Unlocked ☐

Create Date:

Roles

☐ Administrator

☐ Cashier

☐ POC

☐ Supervisor

Apply Close



Activity Log

Event Types	Sources	Modules	Date Range	
<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Warning <input checked="" type="checkbox"/> Error	<input checked="" type="checkbox"/> System Administr... <input checked="" type="checkbox"/> Point-Of-Sale <input checked="" type="checkbox"/> Service Manager	<input checked="" type="checkbox"/> LAM <input checked="" type="checkbox"/> POS <input checked="" type="checkbox"/> LID <input checked="" type="checkbox"/> PCCPOS <input checked="" type="checkbox"/> LVD	Thursday Jun 01, 2006	Thursday Jun 01, 2006

Date Time	Source	Module	Description
6/1/2006 1:08:02 PM	System Administr...	LAM	Login user.
6/1/2006 12:51:14 PM	Point-Of-Sale	POS	Authorize batch close.
6/1/2006 12:48:53 PM	Point-Of-Sale	LID	Void item.
6/1/2006 12:48:52 PM	Point-Of-Sale	POS	Authorize void item.
6/1/2006 12:41:19 PM	Point-Of-Sale	LID	Store item.
6/1/2006 12:38:46 PM	Point-Of-Sale	LID	Store item.
6/1/2006 12:25:38 PM	Point-Of-Sale	LID	Store item.
6/1/2006 12:25:13 PM	Point-Of-Sale	LID	Create batch.
6/1/2006 12:25:10 PM	Point-Of-Sale	POS	Authorize old LVD usage.
6/1/2006 12:25:03 PM	Point-Of-Sale	LAM	Login user.
6/1/2006 12:24:47 PM	System Administr...	LAM	Logout user.
6/1/2006 12:23:34 PM	System Administr...	LAM	Login user.

Location	User Name	Details
0000874802	Edward Neiger	Logon method was successful. User Name : Edward Neiger User ID : {6AD92A3D-0F14-45F0-8ADD-C16F2D28E756}

52 Records

Export...

Print...

Close



Recovery & Reset LVD

Recovery: Allows the Disbursing Agent (DA) to recover a batch from the Secondary Storage Drive.

Reset Local Verification Database (LVD): Will erase LVD, then a refresh will need to be obtained.

Batch
Recover

Reset
LVD

Paper Check Conversion Over the Counter: System Administration [james brown]

File Window Help



System



Users



Activity



Recovery



Reset LVD



(POS) Application Setup

A user MUST be setup in the PCC OTC SAT application before they can access the POS

Paper Check Conversion Over the Counter: Point-Of-Sale [Edward Neiger]

File Tools Help

User: Edward Neiger

Person: Present

Check: Personal

Amount: 0.00

SSN:

PCC OTC - Point-Of-Sale

Please enter login and password to access Point-Of-Sale.

Login:

Password:

Cancel OK

Change Password...

Location: 0000874802

Qatar Finance

Person: ☒ Present ☐ Not Present

Item: ☒ Personal ☐ Non Personal

Scan Item

Void

Batch List

Batch Close

Cancel

View Log

Print Receipt

Close



Daily Check Processing



- **Press Enter key**
 - **Scanner light turns amber to green**
 - **Scan check**
 - **If a single beep occurs- the check scanned correctly**
 - **If a triple beep occurs - cancel check and rescan again**





Daily Check Processing



- After check has been scanned, the cursor will be active on the “Check Amount” field
- **Only numbers need input, NOT decimals**

File Tools Help

User: Edward Neiger
Person: Present
Check: Personal

Amount:
SSN:

Location

Qatar Finance

Person
☒ Present ☐ Not Present

Item
☒ Personal ☐ Non Personal

PAY TO THE ORDER OF _____ \$ *****9.99

DATE _____ 0000296.CUS

Check Standardization

SAMPLE - NOT NEGOTIABLE

⑆ 1 2 2037760⑆000999999999999⑆100 ⑆000000009999⑆

Image Capture

Front Image Complete

0 6/1/2006



Daily Check Processing



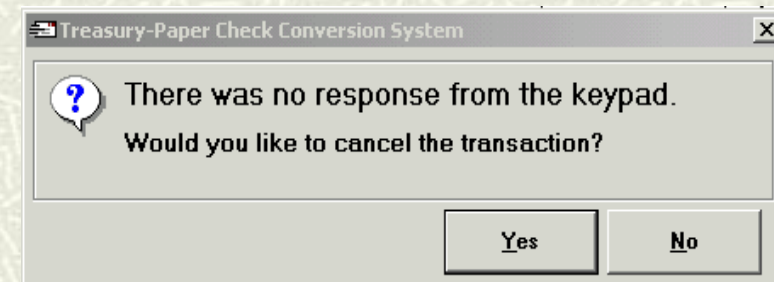
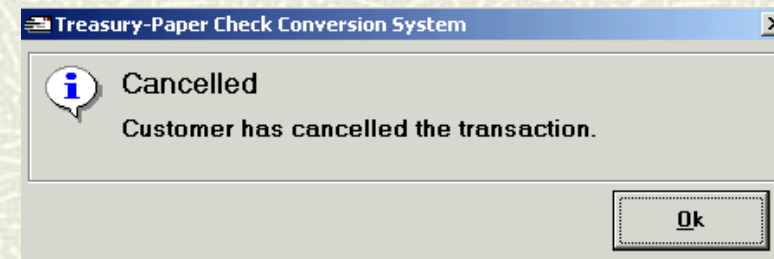
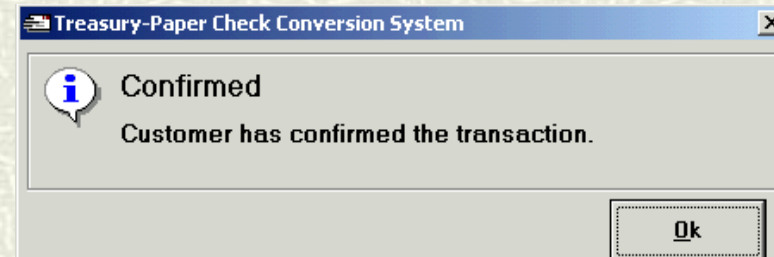
- Select “Enter”, following information is displayed:

- IRN - Unique Transaction ID
- Bank Number
- Check Number
- Account Number



Daily Check Processing

- **Customer confirms transaction by pressing the “yes/no” key pad**
- **Customer cancels transaction by pressing “cancel” on key pad**
- **No response from customer due to no selection from customer**





Daily Check Processing w/DDS Interface



- **Important: The check must be scanned first on PCC-OTC. The user id scanning the check on PCC must be the user id that is cross reference with the DDS user id intending to exchange the check.**

DDS Rel 1 - [Exchange Transactions]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Find by Sponsor SSN:

Last Name:

First Name:

MI: ☐ Receipt Requested

Incoming: 0.00

Outgoing: 0.00

Rounding: 0.00

Remaining: 0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Customer Information

Check Cashing Limit

Term: Amount:

Deros:

Comments



Daily Check Processing w/DDS Interface



- User opens the DDS exchange transaction screen which will be modified to allow selection of PCC scanned checks. The PCC queue is queried and if only one scanned check exists for the logged on user then the exchange screen will automatically populate the 'Incoming' grid. (Data coming from PCC cannot be updated).
- User is required to enter:
Customer Info: Last and First Name
- **Outgoing grid: US Currency, Treasury Check, Foreign Currency or SVC**

DDS Rel 1 - [Exchange Transactions]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Find by Sponsor SSN:

Last Name:

First Name:

MI: ☐ Receipt Requested

Incoming: 0.00

Outgoing: 0.00

Rounding: 0.00

Remaining: 0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Customer Information

Check Cashing Limit

Term: Amount:

Deros:

Comments



Daily Check Processing (Con't)

- Cashier stamps check “Void Electronically Processed”
- Cashier returns check to customer





Daily Check Processing (Con't)

- Click 'Void' button from the main POS screen. A Void item window appears.
- Click the '+' on the left side (circled) to expand the view and see all details of the items within the batch.

Batch ID	Location	Created On	Item Count	Total Amount
(9DD8FD00-84FF-481C-9FB1-651EC90F5020)	0000789501	4/18/2006 12:37:05 PM	4	\$487.88

	Count	Amount
Approved	4	\$487.88
Void	0	\$0.00
Totals	4	\$487.88

Note: Only transactions that have been completed but HAVE NOT been transmitted can be voided or corrected



Daily Check Processing (Con't)

- Click to highlight the item that needs to be voided then click the 'Void' button at the bottom of the window. A confirmation window appears asking, 'Are you sure?'
- If 'Yes' is selected, an authorized user's login and password may be required to approve the void.

Void Item

Batch ID	Location	Created On	Item Count	Total Amount
(9DD8FD00-84FF-481C-9FB1-651EC90F5020)	0000789501	4/18/2006 12:37:05 PM	4	\$487.88

Item ID	Location	Check Type	Customer	Status	Amount	IRN
55	0000789501	Non Personal	Not Present	Approved	\$45.56	150917770235800000378
54	0000789501	Non Personal	Not Present	Approved	\$391.17	150917770235800000375
53	0000789501	Non Personal	Not Present	Approved	\$25.00	150917770235800000374
52	0000789501	Non Personal	Not Present	Approved	\$26.15	150917770235800000373

	Count	Amount
Approved	4	\$487.88
Void	0	\$0.00
Totals	4	\$487.88

SSN: 111-55-5555
UserField02:
UserField03:
UserField04:

Void **Done**

Paper Check Conversion Over the Counter: Point-Of-Sale

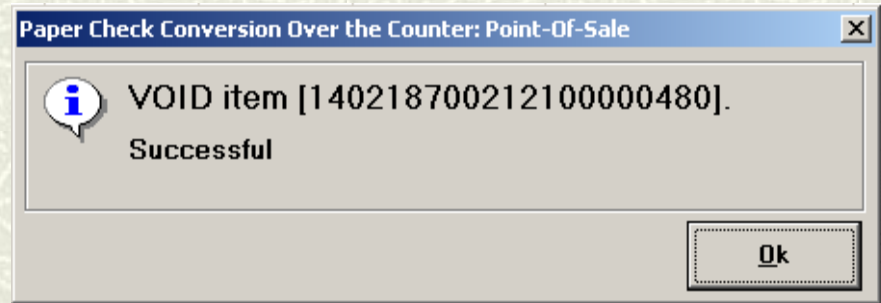
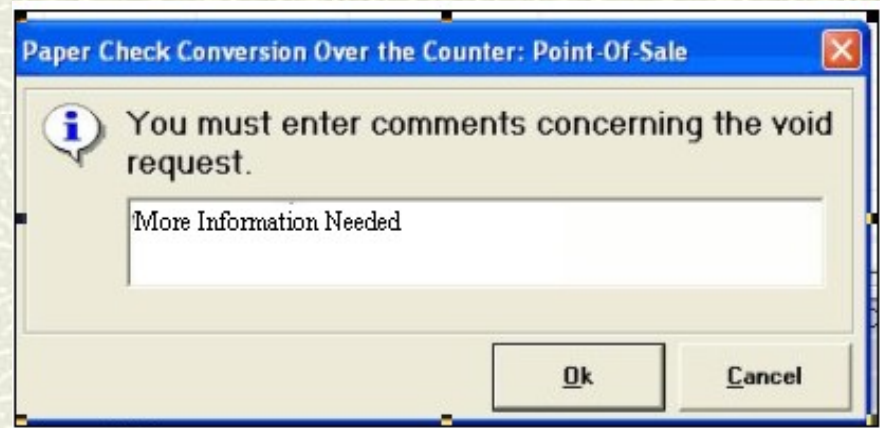
VOID item [140504700222200000130].
Are you sure?

Yes **No**



Daily Check Processing (Con't)

- **Key in the void comments and click the 'Ok' button.**
- **A confirmation window appears stating the 'Void' process was successful.**





(POS) Close Batch Processing



- Click the 'Batch Close' button from the Main POS Window.
- Highlight the appropriate batch and select 'Close All'.

The screenshot shows a window titled "Close Batches" with a table containing the following data:

Batch ID	Location	Created On	Item Count	Total Amount
{CD40AD93-0676-4A9C-9DCB-D322CE8E3870}	0000789501	12/6/2006 2:23:45 PM	2	\$425.00

At the bottom right, there is a summary table:

	Count	Amount
Approved	2	\$425.00
Void	1	\$25.00
Totals	2	\$425.00

Below the summary table are two buttons: "Close All" and "Done".



(POS) Close Batch Processing (Con't)



- The PCC OTC POS Close batch screen will appear asking 'Are you sure?' Select 'Yes'.

Close Batches

Batch ID	Location	Created On	Item Count	Total Amount
(CD 40AD 93-0676-4A9C-9DCB-D322CE8E3870)	0000789501	12/6/2006 2:23:45 PM	2	\$425.00

Item ID	Location	Check Type	Customer	Status	Amount	IRN
13	0000789501	Non Personal	Not Present	Void	\$25.00	150917770235800000506
12	0000789501	Non Personal	Present	Approved	\$25.00	150917770235800000504
11	0000789501	Non Personal	Present	Approved	\$400.00	150917770235800000503

Paper Check Conversion Over the Counter: Point-Of-Sale

? Close batch(es). 2 item(s)
Are you sure?

Yes No

	Count	Amount
Approved	2	\$425.00
Void	1	\$25.00
Totals	2	\$425.00

Close All
Done



(POS) Close Batch Processing (Con't)



- The Batch List will appear. Confirm your Batch list with your DD Form 2665. Once confirmed select the print icon.

Business Objects

Batch List

Batch: (CD40AD93-0676-4A9C-9DCB-D322CE8E3870)

Date: 12/6/2006 3:16:33PM

Printed By: sharon b

ALC: 0000789501

Person: Not Present

KEY: [S]tatus: [A]pproved, [V]oid, [T]ype: [P]ersonal, [N]onPersonal

S	T	IRN	Date Time	Bank No.	Account No.	Check No.	Amount	Configurable Fields
V	N	150917770235800000506	12/6/2006 2:28:15PM	04	4	7000029	7586	\$25.00

Sub Total: Count: 0 Amount: \$0.00

Person: Present

KEY: [S]tatus: [A]pproved, [V]oid, [T]ype: [P]ersonal, [N]onPersonal

S	T	IRN	Date Time	Bank No.	Account No.	Check No.	Amount	Configurable Fields
A	N	150917770235800000504	12/6/2006 2:25:47PM	04	9	4	933186	\$25.00
A	N	150917770235800000503	12/6/2006 2:25:40PM	04	9	5	016948639	\$400.00

Sub Total: Count: 2 Amount: \$425.00

ALC Total: Count: 2 Amount: \$425.00

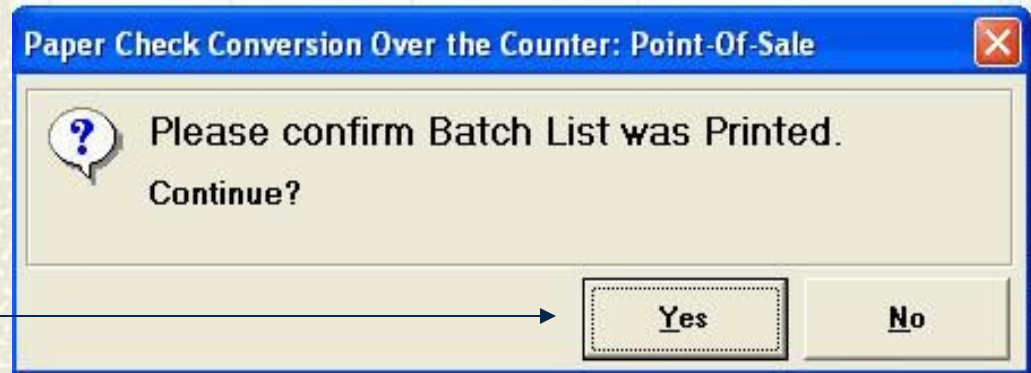
Grand Total: Count: 2 Amount: \$425.00



(POS) Close Batch Processing (Con't)



- **Select 'Yes' to confirm the printing of the Batch List.**
- **Batch List will upload at this time.**

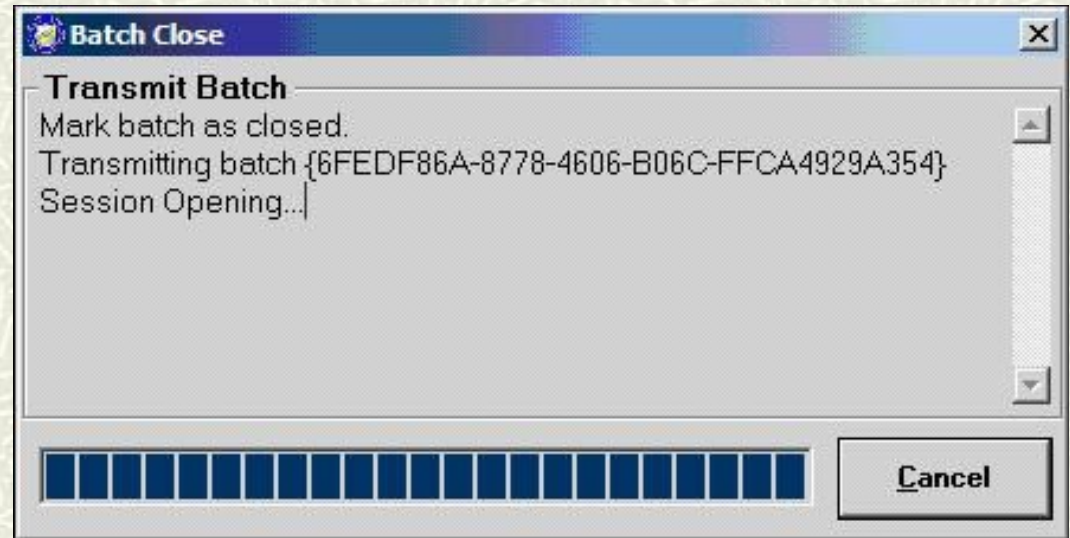




(POS) Close Batch Processing (Con't)



- **Batch List will be transmitted. Do not select cancel.**

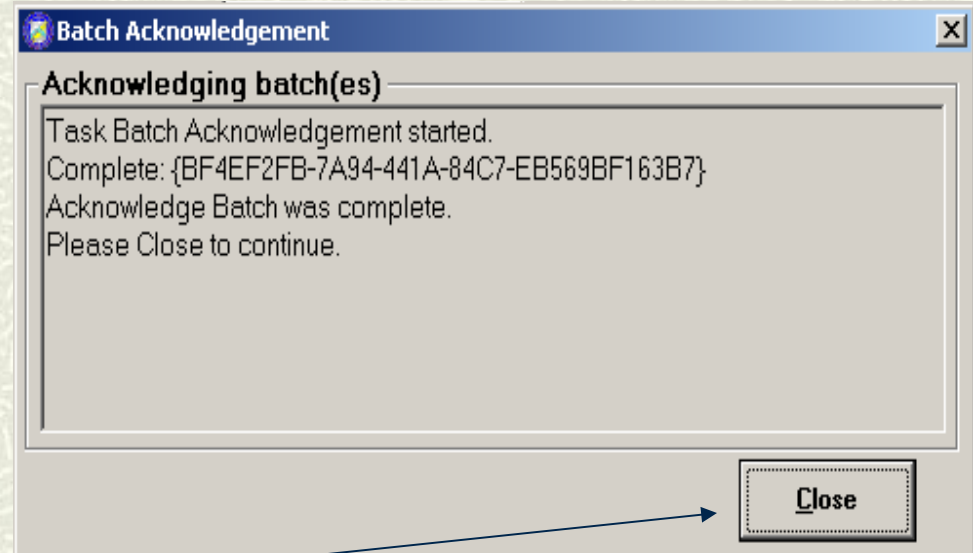




(POS) Close Batch Processing (Con't)



- **Batch Acknowledgement is initiated.**
- **Select 'Close' to continue once directed by the screen.**





LVD



- **The LVD is your local bad checklist**
 - **Transferred to the laptop after successful transmission of a batch**
 - **Only contains PCC OTC returned checks, not using any commercial database**
- **Central component of the verification process**
- **The message provided to the cashier is a warning that the check writer has had prior check cashing offenses against the Army policy**



LVD (Con't)

Supervisor can override “Suspended” Item

Check Verification

SUSPEND

Current Item

SSN	xxxxx1154
Bank Number	041204713
Account Number	505154

Problem Item

IRN	111201500246300000903
Until Date	7/17/2002
Capture Date	7/11/2002
Amount	\$7,154.00
Reason	Insufficient Funds
Comments	[None]

Print **Override** **Close**

Override Check Denial

Please enter login and password to authorize accepting the check.

Login:

Password:

Cancel **OK**

Change Password...

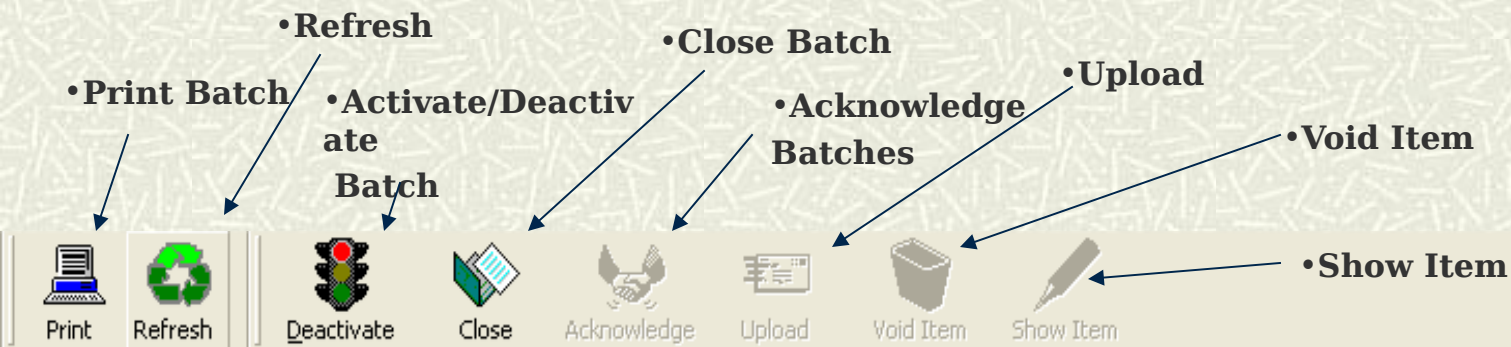
Treasury-Paper Check Conversion System

You must enter comments concerning the override request.

Ok **Cancel**



Batch Manager (DA Use Only)



	Batch ID	Creator	Created On	Item Count	Total Amount	Status	Status Data
+	{860F71DC-8644-420B-A703-F6C2A0592E2E}	Edward Neiger	2006-06-01 12:25:13	3	\$355.00	Open	
+	{9935BCD7-F036-4861-A086-3944AE4884BE}	robert porambo	2006-02-14 16:13:33	12	\$5,195.00	Sent	



Batch Manager (Con't)

- **Print** - Allows the user to print the Batch List
- **Refresh**- Will bring up any new batches/transactions that have been entered.
- **Deactivate**- Allows a batch to be “Turned Off”. No transactions allowed.
- **Close**- Allows Supervisor to close the cashiers’ batch
- **Acknowledge**- Acknowledges that a batch has been received by Citibank
- **Upload**- Uploads a closed batch
- **Void**- Allows for an item to be voided
- **Show Item**- Will show the image of that item highlighted and allow for corrections to the item (SSN & Amount)



Batch Manager (Con't)

- The NCOIC/DA/DO/Etc. will verify the balance by physically checking the scanned image with the dollar amount on the batch list.
- Click to select the open batch to be closed. The 'Close' icon at the top of the screen becomes active.

Paper Check Conversion Over the Counter: Batch Manager [sharon b]

File View Batch Item Help



	Batch ID	Creator	Location	Created On	Item Count	Total Amount	Status	Status Data
+	{E94496F4-126A-4D16-BE13-D5F012ADB263}	sharon b	0000789502	9/7/2006 11:08:07 AM	1	\$47.54	Closed	
+	{19AFD776-7934-4158-88F5-1C51A0E241AB}	sharon b	0000789502	7/15/2006 8:11:41 AM	2	\$53.19	Send Error	Host access error [-
+	{C995FC34-28F4-452F-8249-D35D51332B59}	sharon b	0000789502	11/18/2006 12:08:45 PM	1	\$684.30	Open	



Batch Manager (Con't)

- A Report Preview screen appears. Click the printer icon at the top of the screen. The system responds with a prompt asking to confirm that the Batch list was printed. When closing a batch it is important to make certain that the batch list printed. Once confirmed, click the 'Yes' button, Click the 'Close' button. The status of the batch changes to 'Closed'.

Paper Check Conversion Over the Counter: Batch Manager [sharon b]

File View Batch Item Help

Print Refresh Deactivate Close Acknowledge Upload Void Item Show Item

	Batch ID	Creator	Location	Created On	Item Count	Total Amount	Status	Status Data
+	(E94496F4-126A-4D16-BE13-D5F012ADB263)	sharon b	0000789502	9/7/2006 11:08:07 AM	1	\$47.54	Closed	
+	(19AFD776-7934-4158-88F5-1C51A0E241A8)	sharon b	0000789502	7/15/2006 8:11:41 AM	2	\$53.19	Send Error	Host access error [v
+	(C995FC34-28F4-452F-8249-D35D51332B59)	sharon b	0000789502	11/18/2006 12:08:45 PM	1	\$684.30	Closed	



Batch Manager (Con't)

- The Batch List will appear. Confirm your Batch list with your DD Form 2665. Once confirmed select the print icon.

Report Preview

File View

1 / 2

Business Objects

Batch List

Batch : (887A3FFC-EC19-453C-98D A-B8C2C0D005BC)

Date: 5/10/2006 12:59:33PM

Printed By: sharon b

ALC: 0000789502

Person: Present

KEY : [S]tatus: [A]pproved, [M]old: [T]ype: [P]ersonal, [N]on Personal

S	T	IRN	Date Time	Bank No.	Account No.	Check No.	Amount	Configurable Fields
A	P	150917770235800000419	5/5/2006 10:45:16AM	01	24	0487	3439	\$100.00 SSN : 22 5
V	P	150917770235800000406	5/5/2006 9:34:18AM	01	73	0301	2148	\$32.39 SSN : 11 0
V	P	150917770235800000405	5/5/2006 9:32:19AM	01	73	0301	2148	\$32.39 SSN : 12 2

Sub Total: Count: 1 Amount: \$100.00

ALC Total: Count: 1 Amount: \$100.00

Grand Total: Count: 1 Amount: \$100.00

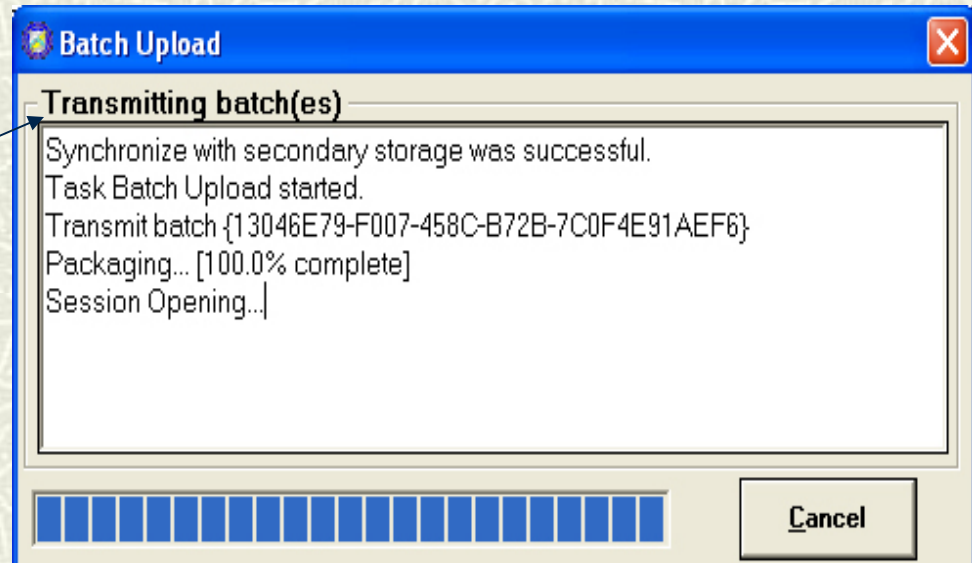


Batch Manager (Con't)

- Click to highlight the batch to upload.
- Click the Upload button.
- The batch upload transmission begins in a new window.



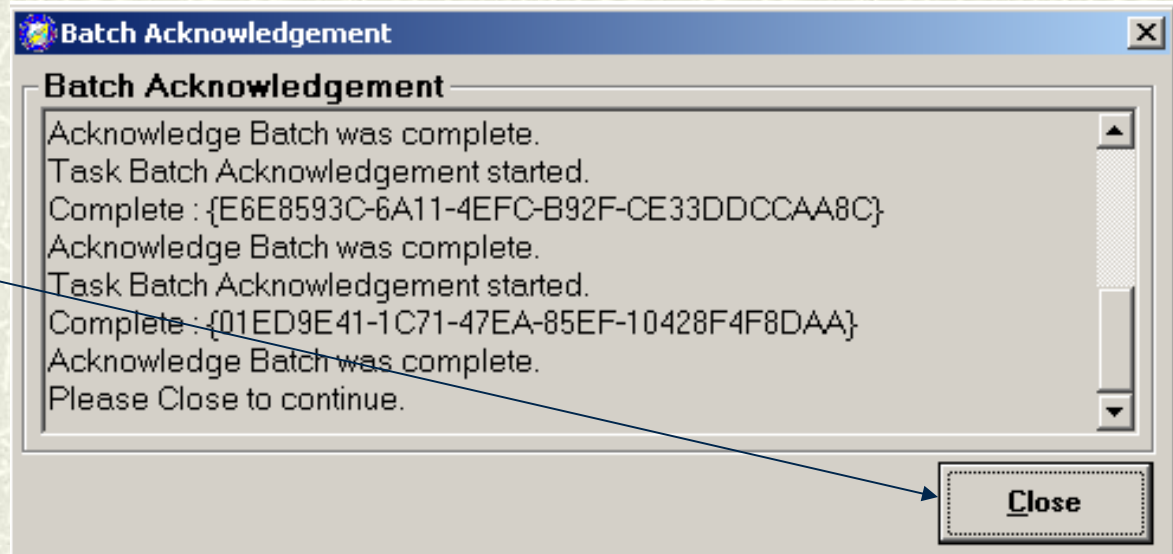
Upload





Batch Manager (Con't)

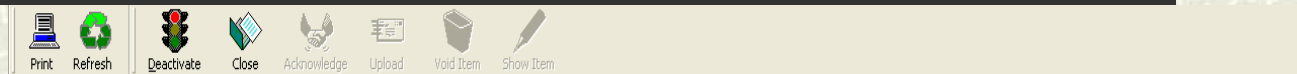
- **Click Close when the upload is complete.**





Batch Manager (Con't)

- Confirm that the Batch List has been sent and acknowledged.



Batch ID		Creator	Created On	Item Count	Total Amount	Status	Status Data	Active				
(860F71DC-8644-4208-A703-F6C2A0592E2E)		Edward Neiger	2006-06-01 12:25:13	3	\$355.00	Open		<input checked="" type="checkbox"/>				
Item ID	Location	Mode	IRN	Cashier	Captured On	Account	Bank	Check	Amount	Status	SECCode	T
36	0000874802	Present	140902700250600000066	Edward Neiger	2006-06-01 12:25:17	00099999999999	122037760	100	\$9.99	Void	Personal	99999
37	0000874802	Present	140902700250600000068	Edward Neiger	2006-06-01 12:38:20	00099999999999	083000137	3292	\$225.00	Approved	Personal	99999
38	0000874802	Present	140902700250600000070	Edward Neiger	2006-06-01 12:40:59	00000000999999	104110922	2373	\$130.00	Approved	Personal	99999

Batch ID		Creator	Created On	Item Count	Total Amount	Status	Status Data	Active				
(9935BCD7-F036-4861-A086-3944AE4884BE)		robert porambo	2006-02-14 16:13:33	12	\$1,195.00	Sent		<input checked="" type="checkbox"/>				
Item ID	Location	Mode	IRN	Cashier	Captured On	Account	Bank	Check	Amount	Status	SECCode	T
2	0000557001	Present	140902700250600000025	robert porambo	2006-02-14 16:13:54	998405	041213759	1182	\$1,281.00	Void	Personal	99999
3	0000557001	Not Present	140902700250600000028	robert porambo	2006-02-14 16:19:01	998405	041213759	1206	\$1,305.00	Void	Non Personal	99999
4	0000557001	Present	140902700250600000031	robert porambo	2006-02-14 16:36:29	998405	041213759	1199	\$1,298.00	Void	Personal	99999
5	0000557001	Present	140902700250600000033	robert porambo	2006-02-14 16:38:15	998405	041213759	1194	\$1,293.00	Void	Personal	99999
6	0000557001	Present	140902700250600000037	robert porambo	2006-02-14 16:41:58	998405	041213759	1171	\$1,270.00	Void	Personal	99999
8	0000557001	Present	140902700250600000041	robert porambo	2006-02-14 16:45:18	998405	041213759	1183	\$1,282.00	Void	Personal	99999
11	0000557001	Present	140902700250600000048	robert porambo	2006-02-14 16:53:47	998405	041213759	1197	\$1,296.00	Approved	Personal	99999
12	0000557001	Present	140902700250600000051	robert porambo	2006-02-14 16:57:00	998405	041213759	1206	\$1,305.00	Approved	Personal	99999
7	0000557001	Present	140902700250600000039	robert porambo	2006-02-14 16:43:30	998405	041213759	1168	\$1,267.00	Void	Personal	99999
9	0000557001	Present	140902700250600000043	robert porambo	2006-02-14 16:47:18	998405	041213759	1177	\$1,276.00	Void	Personal	99999
10	0000557001	Present	140902700250600000045	robert porambo	2006-02-14 16:50:56	998405	041213759	1228	\$1,327.00	Approved	Personal	99999
13	0000557001	Present	140902700250600000053	robert porambo	2006-02-14 17:00:20	998405	041213759	1168	\$1,267.00	Approved	Personal	99999



Reporting and Balancing


Batchlist acts as SF 215 until it is posted to CIRA website by Citibank

Preview Batch List

File

Ctrl+P Ctrl+S Ctrl+B Ctrl+N Ctrl+E Ctrl+Q 95% 1 of 1

Page 1



Batch List
Batch: 02F0F367-70C6-4696-98B3-58935E8945F9
Date: 2003-08-11 15:20:31
ALC: 0099999999
Mode: POS
Printed By: sharon b

Items for cashier: sharon b

	IRN	Date Time	Bank No.	Account No.	Check No.	Amount	Configurable Fields
A	120314500209300000087	2003-08-11 13:02:51	041213759	998405	1040	\$1,139.00	SSN: 666778888
A	120314500209300000089	2003-08-11 13:05:44	041213759	998405	1018	\$1,117.00	SSN: 444778877
Grand Total:			Count: 2			Amount: \$2,256.00	

Batch Totals

	Count	Amount
Approved	2	\$2,256.00
Void	0	\$0.00
Totals	2	\$2,256.00

Start Treasury-Paper Check Co... 3batch list - Paint Batch List 3:21 PM



Reporting and Balancing

215 - Deposit Ticket

ALC - 00005570 Deposit Ticket #- 001918 Fiscal Agent - FRB CLEVELAND Settlement Date - 06/28/2005

215 Detail

ALC - 0000557004 Location Name - KANDUHAR FINANCE

Cashier ID	Transaction Date	Summary Count	Summary Amount
shannon schmidt	06/25/2005	497	\$221,010.06
derrick reynolds	06/26/2005	13	\$8,220.00
shannon schmidt	06/27/2005	235	\$82,774.06
Total ALC - 0000557004		745	\$312,004.12

215 Summary

Summary number of transactions	745
Summary of total Dollars	\$312,004.12

These reports are created the next business day



Reporting and Balancing

5515 - Debit Voucher

ALC - 00005570

Fiscal Agent - FRB CLEVELAND

Return Settlement Date - 06/17/2005

Debit Voucher Number	Unique Transaction ID	Date of original transaction	Original CASH-LINK DIN	\$ Amount	Cashier ID	Return Reason Code
0001886	140504700224900001903	05/19/2005	001782	\$1,650.00	McMurtry	01 - Insufficient Funds

Summary number of transactions 1

Summary of total dollars \$1,650.00



Reporting and Balancing

- **Should reconcile SF215's and SF5515's with CA\$H-LINK daily**
- **If unable to match reports with CA\$H-LINK contact the PCC OTC help desk**



CIRA



Welcome to the U.S. Treasury Paper Check Conversion - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Real.com

Address <https://www.cira.gov/mvdapp/webapp/Login.jsp> Go Links


**U.S. Treasury
Paper Check Conversion**
Welcome! Please enter your User Name and Password:
Login Name: Password:

[Change your Password](#)
WARNING:
You are entering an Official United States Government System, which may be used only for authorized purposes. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and / or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030.
Build Version: Built at 04/28/2003 12:37 PM

Done

Start | My Comp... | Sd-ff-atd... | Paper Ch... | Presentati... | Current Pr... | Microsoft... | Welco... | Internet | 9:00 AM



CIRA



U.S. Treasury Paper Check Conversion

Tue, Mar 1, 200

Home	Location	Verification	CIRA Query	Reports	Administration ▾	Logout
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Home



**U.S. Treasury
Paper Check Conversion**

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CIRA



Address <https://www.pccotc.gov/pcc5webapp/jsps/startup/Main.jsp>

Go Links

U.S. Treasury Paper Check Conversion

Mon, Jun 27, 2005

Home	Location	Verification	CIRA Query	Reports	Administration ▾	Logout
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CIRA Query - Criteria

Location	<input type="text" value="0000557001"/>		Form Name	-- Select Form -- ▾
Include Subordinate Locations	Yes <input checked="" type="radio"/> No <input type="radio"/>		Deploy Date	-- Select Version -- ▾
<div>Update User Defined Fields</div>				
Generic Fields				
GENERIC_FIELD1	<input type="text"/>		GENERIC_FIELD2	<input type="text"/>
GENERIC_FIELD3	<input type="text"/>		GENERIC_FIELD4	<input type="text"/>
Account	<input type="text" value="9383266"/>	RT	<input type="text" value="314074269"/>	DVN <input type="text"/>
IRN	<input type="text" value="159635741258963215478"/>	Cashier ID	<input type="text" value="Bolinm"/>	DTN <input type="text"/>
Check Number	<input type="text" value="9933"/>	Batch ID	<input type="text"/>	Status ALL ▾
				Check Amount = ▾ <input type="text"/>
<input checked="" type="radio"/>	Received Date	>= ▾ <input type="text" value="06/20/2005"/>	<input type="checkbox"/>	Settlement Date
		<= ▾ <input type="text" value="06/21/2005"/>		>= ▾ <input type="text" value="06/27/2005"/>
				<= ▾ <input type="text" value="06/27/2005"/>
<input type="radio"/>	Check Capture Date	>= ▾ <input type="text" value="06/27/2005"/>	<input type="checkbox"/>	Return Settlement Date
		<= ▾ <input type="text" value="06/27/2005"/>		>= ▾ <input type="text" value="06/27/2005"/>
				<= ▾ <input type="text" value="06/27/2005"/>

- The more search information input, the more refined your search results



CIRA



U.S. Treasury Paper Check Conversion Over the Counter

Monday, October 10

CIRA Query - Result

IRN ↑	ALC	Capture Date	Bank Routing Number	Account Number	Check Amount	Cashier ID	Check Type	Proc
<input type="radio"/> 120922500113200010139	0000	01 10/25/2005 18:31:34	114000653	74	\$100.00	SF	R Personal	Not F
<input checked="" type="radio"/> 120922500113200010141	0000	01 10/25/2005 18:31:47	061101786	72	\$1,300.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010143	0000	01 10/25/2005 18:31:59	062003605	02	\$300.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010145	0000	01 10/25/2005 18:32:11	221375802	36	\$200.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010147	0000	01 10/25/2005 18:32:23	021502011	02	\$200.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010149	0000	01 10/25/2005 18:32:34	122000661	06	\$300.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010151	0000	01 10/25/2005 18:32:43	061207839	07	\$150.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010153	0000	01 10/25/2005 18:32:53	053101626	10	\$100.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010155	0000	01 10/25/2005 18:33:04	061092015	00	\$200.00	SF	R Personal	Not F
<input type="radio"/> 120922500113200010157	0000	01 10/25/2005 18:33:14	314074269	22	\$100.00	SF	R Personal	Not F

The first 100 items are displayed out of 1,443. Total Amount: \$1,194,850.49. Please refine your Query Criteria or click <Display first 1000> to view first 1000 items.

Query Criteria

Display first 1000

Cancel



CIRA



Address: https://gqel.pccotc.gov - U.S. Treasury Paper Check Conversion Over the Cou...

CIRA Query

CIRA Detail

IRN	100701500117200006243
ALC or D55N Code	0000769502
Capture Date	05/06/2006
Bank Routing Number	01-111-1
Bank Account Number	01-111-1
Cashier ID	SAT 122 Test
Check Type	Personal
Check Number	011740
Check Amount	\$183.55
Processing Mode	Present
Received Date	05/06/2006 13:41:03
Status	Received
215/Deposit Ticket Number	
5515/Debit Voucher Number	
Settlement Date	
Return Settlement Date	
Batch ID	CE4CB11E-8300-4840-867B-E739574CEA82

[Show Config Fields](#)

[Show Image](#) [Show History](#)

[Print Details](#) [Close Window](#)

Check Amount	Cashier
\$869.06	SAT 122
\$183.55	SAT 122
\$183.55	SAT 122
\$783.93	SAT 122
\$509.33	SAT 122
\$86.09	SAT 122
\$7.68	SAT 122
\$7.89	SAT 122
\$868.69	SAT 122
\$25.99	ayed pcc

Criteria or click: [Display All](#)

[Query Criteria](#)



CIRA



SAT Test 5.2		SAT Bank	259 446 387 8
Any Port		Money Desk	3015
Storm Lane		34 Bankers Row	
Ocean, SEA		Our Town, OH 44244	
216-579-2003		4 12/1955	Date 9/25/2006

PAY TO THE ORDER OF	Test Checks	\$ 3,015 00
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THREE-THOUSAND FIFTEEN AND 00/100*****	DOLLARS
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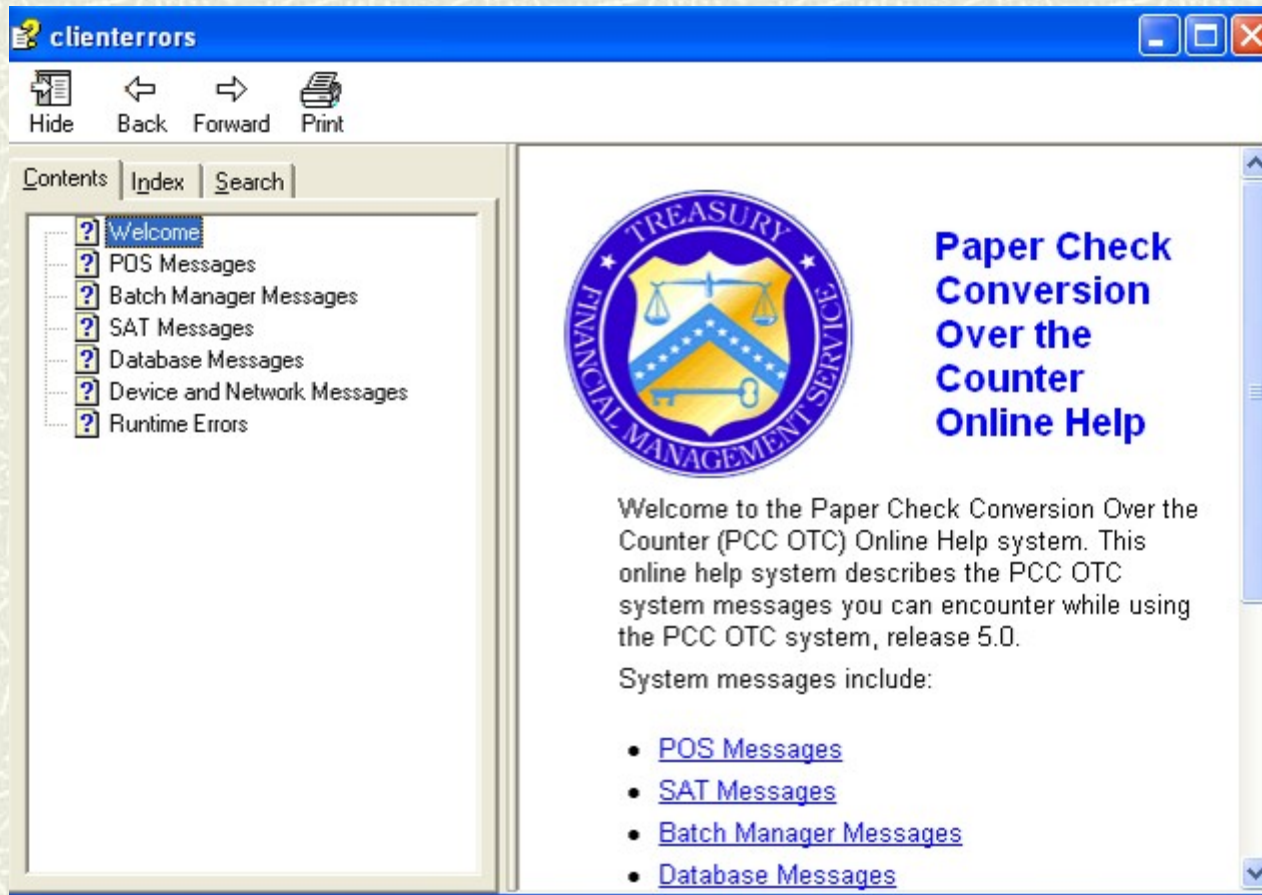
<p>Test Checks for You</p> <p>Test Checks 123 Main Street Cleveland, OH 555 555-5555</p>	<p>SIGNATURE NOT REQUIRED Your depositor has authorized this payment to payee Payee to hold you harmless for payment of this document This document shall be deposited only to the credit of payee, and absence of endorsement is guaranteed by payee's bank</p> <hr/> <p style="text-align: center;">AUTHORIZED SIGNATURE</p>
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"003015" "041212433" 100015"

Close Window Zoom In Zoom Out Original Fit Width Rotate Print Save



Help





Personnel Changeover



- **Reconcile all prior batches**
- **Create new users**
- **Delete outgoing personnel**
- **Submit (PCC OTC) Access Request Form for CIRA**
- **Security forms**
(<http://www.pccotc.gov/pccotc/Downloads/securityforms.htm>)
- **Update DA Form 3161 for equipment**
- **Forward completed DA Form 3161 to USAFINCOM**



Equipment



- **Equipment problems call PCC OTC help desk @DSN 510-428-6824 option 4, 5, 4.**
- **Notify Citibank and USAFINCOM of broken or damaged equipment and return to Citibank**
- **New equipment must be requested through PCC OTC Liason**



Contact Information

- **Policy and Hardware Requests**
 - **Mr. John L. O'Dell, john.odell1@us.army.mil, 317-510-2664**
- **Training**
 - **USAFINCOM OST 317-510-3016**
- **PCCOTC Customer Service Center:**
 - **Note: New DSN phone number for military personnel: 510-428-6824, option 4, then option 5, then option 4.**
 - **PCCOTC Mailbox: FMS.OTCChannel@citi.com**
 - **Website: www.pccotc.gov**